



Brian J. Stiger
Director

**COUNTY OF LOS ANGELES
DEPARTMENT OF
CONSUMER AND BUSINESS AFFAIRS**

"To Enrich Lives Through Effective and Caring Service"

Members of the Board

Hilda L. Solis
Mark Ridley-Thomas
Sheila Kuehl
Don Knabe
Michael D. Antonovich

July 14, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZATION FOR THE DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS TO
AMEND THE LOS ANGELES COUNTY CODE OF ORDINANCES TO INCLUDE THE LOS
ANGELES COUNTY SMALL BUSINESS COMMISSION
(All Supervisorial Districts) (3 Votes)**

SUBJECT

The Department of Consumer and Business Affairs (DCBA) requests your Board's approval to amend the Los Angeles County Code of Ordinances to incorporate the function and duties of the Los Angeles County Small Business Commission (Commission).

IT IS RECOMMENDED THAT THE BOARD:

Approve and amend the Los Angeles County Code of Ordinances to codify the Commission, including the Commission's governing principles, duties, and advisory structure.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On January 13, 2015, your Board approved the transfer of the Office of Small Business (OSB) from the County's Internal Services Department (ISD) to the newly re-named DCBA. With this, your Board transferred the duties and positions within OSB to DCBA; created a new position, the Los Angeles County Small Business Concierge; and approved the transfer of the Commission from ISD to DCBA.

At the same time, your Board also instructed DCBA to report back in 90 days with an ordinance for the Commission. On March 27, 2015 DCBA requested additional time to present this proposed ordinance to your Board. The ordinance incorporates existing functions and duties of the

Commission, together with any redefined, restructured or new functions or duties that DCBA recommends to assist DCBA and the Board in achieving the objectives of promoting small businesses within the County. The amended ordinance attached hereto accomplishes these objectives.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1: Operational Effectiveness and Goal 3: Integrated Services Delivery by enabling the Commission to advise the Director of DCBA, and enabling DCBA to adequately staff Commission and OSB while providing responsive and quality services.

FISCAL IMPACT/FINANCING

Approval of these recommendations will not result in any additional net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board created the Office of Small Business Advisory Board on June 29, 1999, pursuant to Board order to provide advice and support to the Board and to help small businesses grow and do business with Los Angeles County. In a subsequent Board order on May 22, 2001, the Office of Small Business Advisory Board was structured as the Commission and has operated as such since that date. The Commission continues to review status reports and make recommendations to the Board to assist small businesses grow and conduct business with the County. The Commission also makes recommendations to the Board on issues that impact the small business community.

On December 17, 2013, the Board instructed the CEO to develop recommendations to assist small businesses in navigating through the County's procedural requirements. As a result of these recommendations, on August 12, 2014, the Board instructed the CEO, in conjunction with the Directors of the Department of Consumer Affairs (DCA) and ISD, to report back in 90 days on, among other items, the evaluation of moving the Commission under DCA or the Executive Office, including working with the Executive Officer of the Board.

On October 30, 2014, the CEO reported back with findings and recommendations to transfer the OSB and the Commission from ISD to DCA. On November 18, 2014, the Board ordered the CEO, in conjunction with DCA, to report back with recommendations to transfer the OSB and the Commission from ISD to DCBA.

Pursuant to the Board's motion on January 13, 2015, the attached proposed ordinance amends the Los Angeles County Code to codify the duties, responsibilities, and advisory capacity of the Commission.

The proposed ordinance clearly defines the role of alternate members of the Commission in order to alleviate confusion that has existed in the past. Each alternate member may attend each meeting, but will have voting rights only when replacing an absent voting member that was appointed by the Board member that appointed that alternate. Additionally, the proposed ordinance provides that alternate members may not be elected as the Chairperson or Vice Chairperson of the Commission and may not participate as members of subcommittees.

The proposed ordinance establishes that the Commission will be advisory to the DCBA Director, and through the Director, to the Board.

The proposed ordinance provides that Chapter 5.12 of the County Code shall not apply to the Commission. Therefore, a Commissioner cannot be automatically removed if they fail to attend three consecutive meetings unexcused.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This proposed ordinance incorporates existing functions and duties of the Commission, together with recommended modified and restructured duties that will assist DCBA and the Board in achieving the objectives of promoting small businesses within the County. The County moved to transfer the Commission from ISD to DCBA to allow the Commission to directly advise the Director of DCBA. This ordinance change will also allow DCBA to provide seamless service to Commission.

The County can improve service to both the Commission and the Los Angeles County small business community by incorporating the attached ordinance amendments. DCBA will appropriately disseminate any ordinance changes to the Commission once amended.

CONCLUSION

Please approve the attached amendments to the Los Angeles County Code of Ordinances.

Respectfully submitted,

A handwritten signature in black ink that reads "Brian J. Stiger". The signature is written in a cursive, flowing style.

BRIAN J. STIGER

Director

BS:KS:CT

Enclosures

c: Chief Executive Office
County Counsel
Executive Officer, Board of Supervisors